

For DC Use Only

Form No. : _____
Date of receipt : _____
Form acknowledged date : _____

Hong Kong Society for the Protection of Children
Day Creche
Day Crèche Service Application Form

Child Information

Name of Child: (English) _____ (Chinese) _____

Sex: Male / Female Date of Birth / Due Day: _____ (YY) _____ (MM) _____ (DD)
(*Please attach a copy of the pregnancy certificate issued by a Hong Kong registered doctor or birth certificate on proof document)

Birth Certificate No.: _____ Place of Birth: _____

Residential Address: _____

Correspondence Address: _____
(If different from the above residential address.) _____

Home Tel. No.: _____ Email Address: _____
 Father / Mother (Please fill in with block letters)

Parent / Guardian Information

	Father	Mother	Guardian Relationship with child:
Name (English)			
(Chinese)			
Education Level			
Occupation			
District of Workplace			
Working hours	<input type="checkbox"/> Monday to Friday	O'clock to O'clock	O'clock to O'clock
	<input type="checkbox"/> Saturday	O'clock to O'clock	O'clock to O'clock
	<input type="checkbox"/> Shift work	O'clock to O'clock	O'clock to O'clock
Daytime Contact Tel. No.			

Date of enrollment:

Parents are requested to carefully consider the date of admission for your children. As the number of places in the day creche is limited and there are a large number of infants and young children waiting for service. Therefore, when a place is offered to you but you do not start to use the service accordingly and without any specific proof such as hospitalization due to injury or illness, sudden family crisis and so on, it may be regarded as a waiver of the right to use the service. When you need comes again, you have to re-queue in the waiting list.

Expected Admission Date: _____ (YY) _____ (MM) _____ (DD)

Remarks: Due to the limited number of places and the large number of people waiting to enroll in the day creche, it is very likely that at the estimated date of enrollment there is still no suitable group to arrange for enrollment.

Parents are advised to get more prepared for children.

Have you applied the same service in our other day creches: No Yes

If yes, please the day creche(s) already applied for

- Air Cargo Community Day Creche Esther Lee Day Creche Jessie Tam Day Creche
 SIA Shaukiwan Day Creche William Grimsdale Day Creche
 Ocean Shores Nursery School (Creche Section)

Do you currently use other social services, such as family services?

No Yes › Please specify: _____

Extended Hours Service: Do you need this day creche to provide the extended hours service?

Need No Need

Please note: Since the extended hours service is only provided to families in need, and the number of places in day care service in this creche is larger than that of the extended hours service, the day care service and the extended hours service are in separate queues. For details, please read the pamphlet of extended hours service and fill in the "Extended Hours Service Application Form" whenever you need the service.

Statement:

1. I understand and accept the following two items:
 - a. According to the guideline of Social Welfare Department, service unit could ask parents/guardian to pay in advance the full fee of the first month enrollment. This payment will not be refunded if parents cancel the use of service.
 - b. When submitting the registration form, please include a copy of the baby's birth certificate. If the baby has not yet been born, please provide a copy of the proof of pregnancy certificate issued by a Hong Kong registered doctor. Additionally, after the baby is born, please promptly submit a copy of the birth certificate to the day creche. Insufficient information will not be accepted.
 - c. According to the Privacy Ordinance, the above information is provided voluntarily and will be used for enrolment assessment as well as provision of appropriate care and arrangement for the children. Sufficient information may lead to failure to process the application. These information may be provided to concerned government departments and concerned parties whenever necessary. Under normal circumstances, the information provider could access, correct and obtain a copy of his/her given personal data.
2. I hereby declare that the above information is true and accurate to the best of my knowledge. I understand and accept the above-mentioned registration procedures. The information provided above is correct. If any of the above-mentioned information is falsely reported, your society has the authority to reject my child's application for enrollment.

Signature of Parent/Guardian: _____

Date: _____

Information about our activities:

Our Day Creches and "Parents @ Super Start (PASS)" project provide diversified parent support and parenting education services to parents with children aged 0-3. We collect your personal data in the hope of providing you information of these activities.

Please mark "✓" in the appropriate box:

- I agree to receive information of the activities your society provides.
- I don't want to receive any information of the activities your society provides.

Signature of Parent/Guardian: _____

Date: _____

Please mark "✓" in the appropriate box:

Before submitting the registration form, please check whether you have completed the following required information/documents:

- The content of the registration form has been completed?
- Have you attached a copy of the baby's birth certificate or the proof of the pregnancy certificate issued by a Hong Kong registered doctor?
- If you need the extended hours service, have you downloaded and completed the ""Extended Hours Service Application Form"" and will submit it together with this day creche application form?
- We will notify you of the registration status by email. If parents do not choose to use email as their contact method, they should submit the registration form together with two self-addressed envelopes with sufficient stamps.

Remarks: Parents or guardians can submit the registration form in person, by post or email to the day creche applied for.